



Designing and Conducting Effective Member Site Visits



Webinar begins at 2 PM ET

**“ I slept and dreamt that life was a joy,
I awoke and saw that life was service.
I acted and behold, service was joy.”**

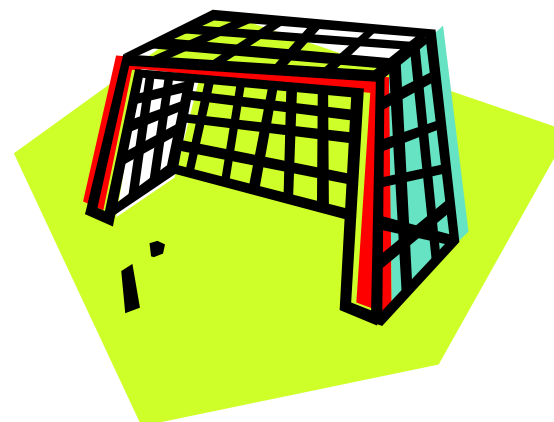
~ Rabindranath Tagore ~

Thank you for the opportunity to serve you today!!!



Kapila Wewegama

When you join the conference call, the line will be on silent mode until we begin the call at 2 PM ET – Thanks!



Session Goals:

During this session, participants and the facilitator will have the opportunity to:

1. Identify and examine essential elements that contribute to designing and conducting effective member site visits.
2. Share strategies, techniques, and effective practices to design and carry out productive member site visits.





Essential Elements for Designing and Conducting Effective Member Site Visits



Purpose

Follow-up

Objectives



Essential Elements for Designing and Conducting Effective Member Site Visits

Logistics

**Communication
& Coordination**



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Follow-up

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Four Questions to Ask?



Purpose

What are the intended benefits for the VISTA member?.

What are the intended benefits for the project/organization?.

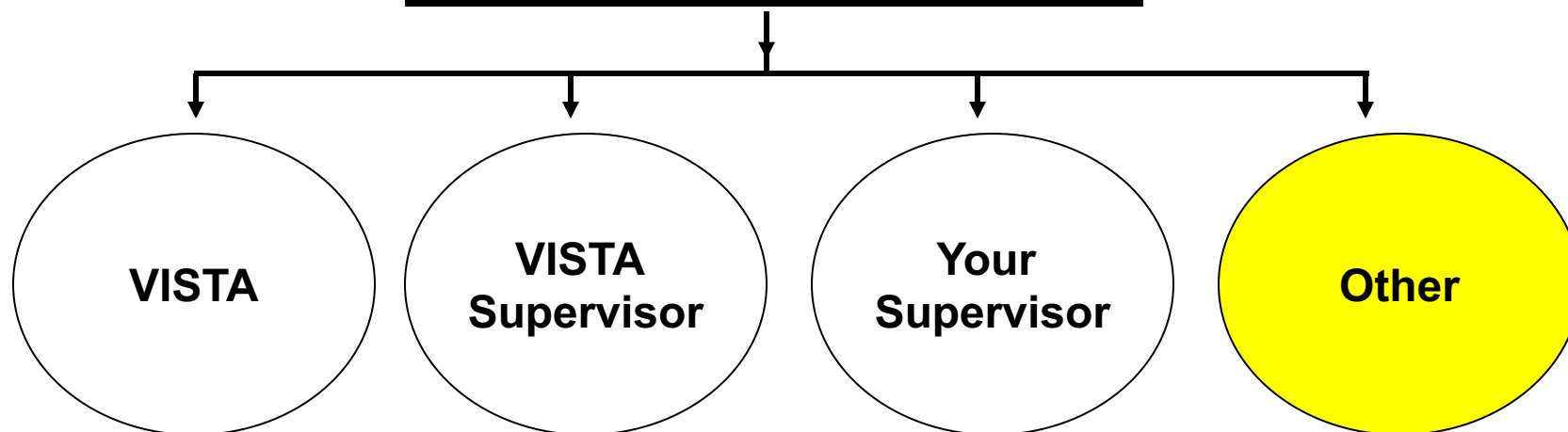
What are the intended benefits for the supervisor(s)?.

What are the intended benefits for you as the leader?.



Purpose

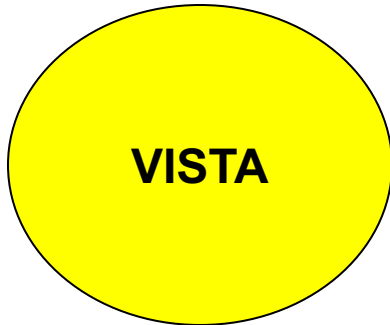
Needs Assessments



Needs Assessments



Member Site Visits

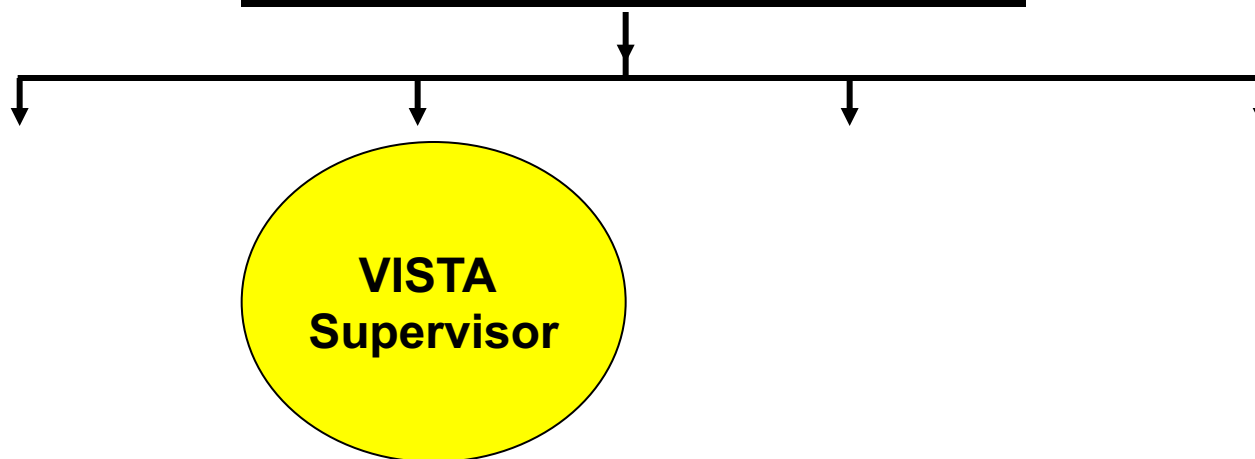


Questions to ask my VISTA

- Are there specific issues or needs that you would like me to address with your site supervisor?
- Are there any specific issues that you need to meet with one-on-one for and if so do you have a space in mind?
- Are there specific individuals that you would like me to meet during my visit?
- Are there other specific project sites that you would like me to also visit?
- Are there specific days that would work best for you/your supervisor/your organization?



Needs Assessments



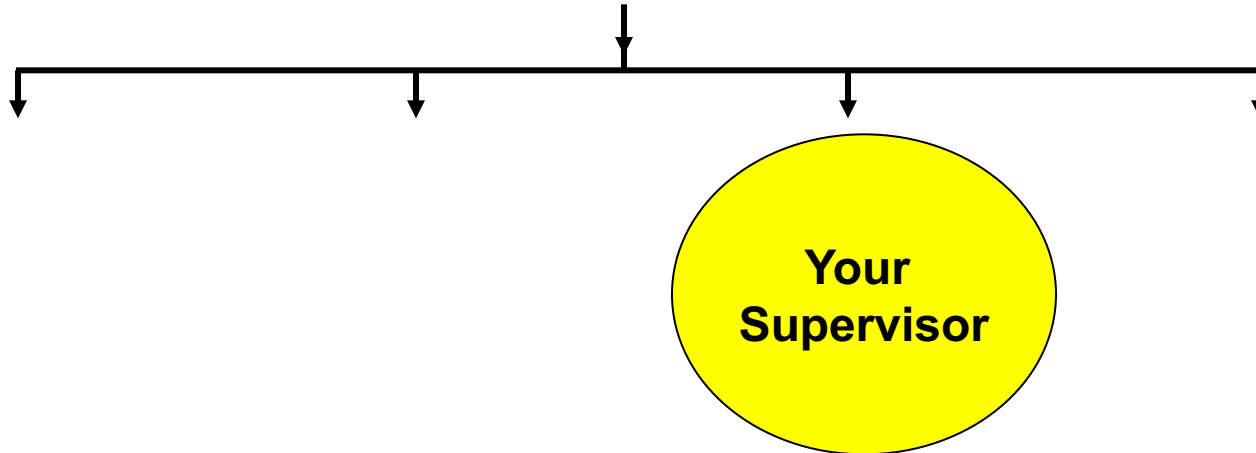
Questions to ask the VISTA's Supervisor

- Are there any specific needs or issues that the supervisor would like me to address during the visit?
- Are there individuals that the supervisor thinks would be beneficial for me to meet during the visit?
- Is there any protocol that I should follow during my visit?
- Are there specific days that would work best for the supervisor/organization?

Needs Assessments



Member Site Visits



Questions to ask my Supervisor

- Do you have any specific needs or issues that you would like me to address with the VISTA during the site visit?
- Do you have any specific needs or issues that you would like me to address with the site supervisor during the site visit?
- Are there any concerns about the organization that the leader should be made aware of?
- Are there other individuals that you would like me to meet during the site visit?



Purpose

Follow-up



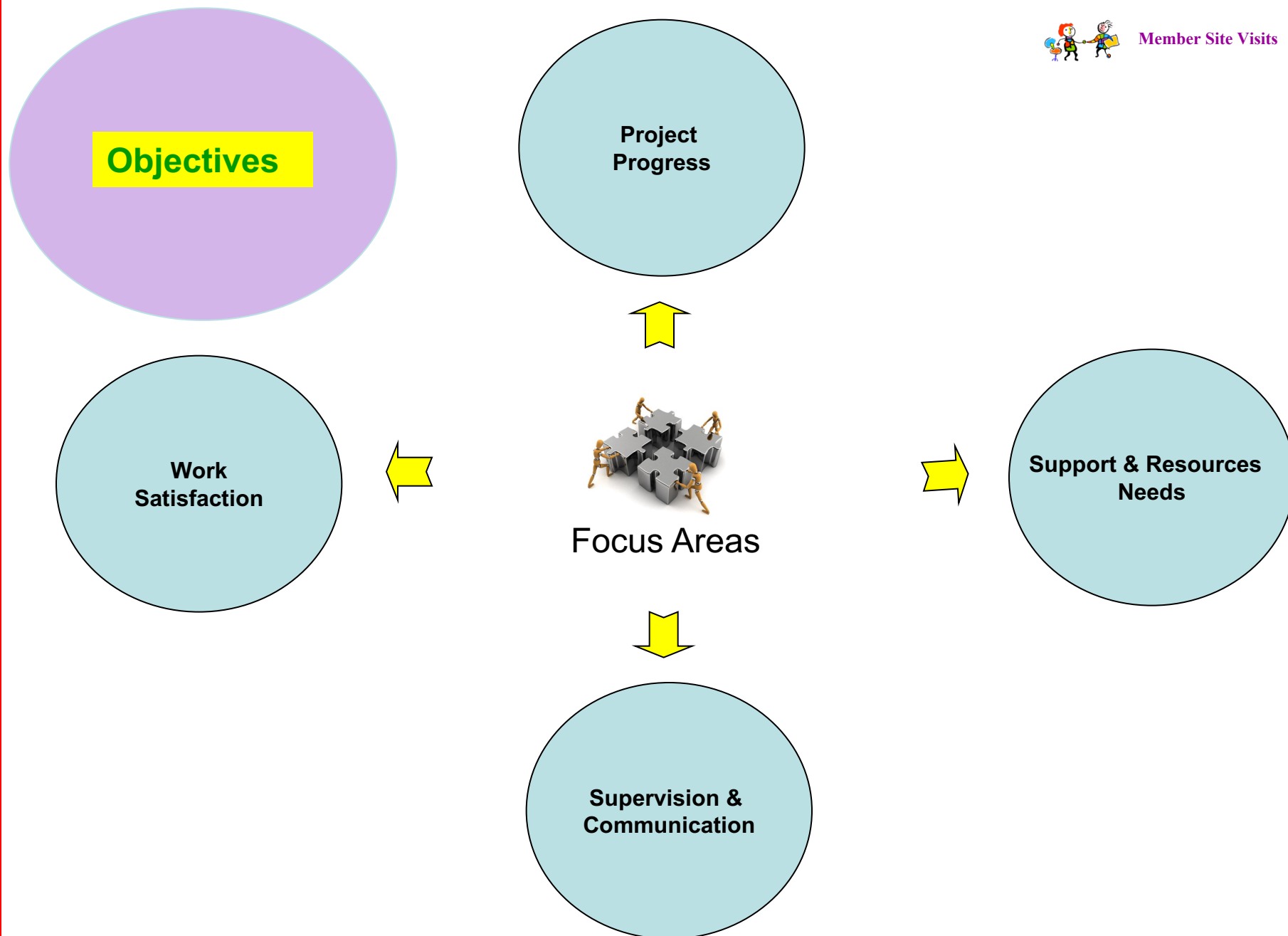
Objectives

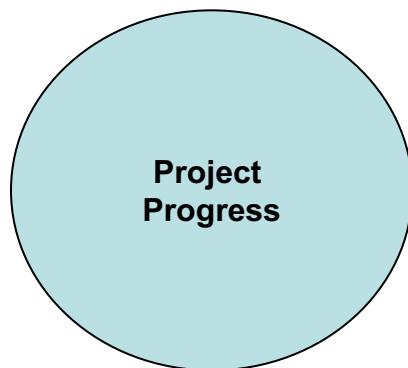


Essential Elements for Designing and
Conducting Effective Member Site Visits

Logistics

**Communication
& Coordination**





During Your Site Visit

- ❖ Do you feel confident that you can meet milestones within timelines and if not what feedback do you have/adjustments can you make?
- ❖ Which project activities are you most excited about?
- ❖ Are there any specific challenges that you may have in relation to carrying out your VAD?
- ❖ Are your projects ending up the way that you envisioned they would?



**Support & Resources
Needs**

During Your Site Visit

- ❖ Is there anything that I as a VISTA leader can do to help support you?
- ❖ Do you feel like you are getting enough communication from me as a VISTA leader?
- ❖ Do you and your supervisor have a set time in place to discuss progress/challenges/etc.?
- ❖ Are there specific training or resource needs that the VISTA might have in order to be able to accomplish the VAD activities?
- ❖ How would you describe the level of support & guidance that you receive from your supervisor and other staff?


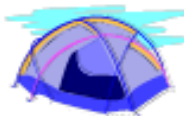




During Your Site Visit

Supervision & Communication

- ❖ How is the VISTA fitting in with the workplace?
- ❖ Do you have any questions about your role as a VISTA at your site?
- ❖ Do you feel like your strengths are utilized well by your supervisor & project?
- ❖ Is there any support that you need in relation to achieving your personal and professional goals during your VISTA year?
- ❖ Have your physical needs been met at your site (workspace, internet access, comfortable)?



 Base Camp	<ol style="list-style-type: none">1. Do you know what is expected of you at work?2. Do you have the materials and equipment you need to do your work right?
 Camp 1	<ol style="list-style-type: none">3. At work, do you have the opportunity to do what you do best everyday?4. In the last seven days, have you received recognition or praise for doing good work?5. Does your supervisor, or someone at work, seem to care about you as a person?6. Is there someone at work who encourages your development?
 Camp 2	<ol style="list-style-type: none">7. At work, do your opinions seem to count?8. Does the mission/purpose of your project make you feel your work is important?9. Are your co-workers committed to doing quality work?10. Do you have a best friend at work?
 Camp 3	<ol style="list-style-type: none">11. In the last six months, has someone at work talked to you about your progress?12. So far, have you had opportunities at work to learn and grow?

12 Questions to Ask?



First, Break all the Rules: What the world's greatest managers do differently
by Marcus Buckingham & Curt Coffman



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**Communication
& Coordination**



Communication & Coordination

I should create a
Communication &
Coordination Plan
for my site visit





Communication & Coordination

Action Item	Coordinate/Communicate with	Expected Date	Date Completed
▪ Clarify your role, responsibilities and expectations in regard to member site visits with your supervisor	Your Supervisor		
▪ Clarify your role, responsibilities and expectations in regard to member site visits with your member and his/her supervisor	VISTA(s) and VISTA's supervisor		
▪ Identify site visit timeline	Your Supervisor, VISTA(s) and VISTA's supervisor		
▪ Conduct Needs Assessments	Your Supervisor, VISTA and VISTA's supervisor		
▪ Develop site visit objectives and draft agenda and review it with your supervisor	Your supervisor		
▪ Finalize the site visit agenda with member site	VISTA, VISTA's supervisor, and other relevant individuals		
▪ Finalize logistics with VISTA	VISTA		
▪ Share final agenda	Your Supervisor, VISTA and VISTA's supervisor		
▪ Send "Thank You" letters to relevant individuals after the site visit	VISTA, VISTA's supervisor, and other relevant individuals		
▪ Conduct necessary follow-up based on site visit findings	Your Supervisor, VISTA, VISTA's supervisor and other relevant individuals		



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Thank you so much for your participation in



Member Site Visits

Webinar!